

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☒ Formal Training and Development Assignment

Position Title: Personnel Management Consultant

Classification: Associate Personnel Analyst

Location: Sacramento – Central Office

Section/Unit: Personnel Management Unit

Salary Range: \$4400-5348

Number of Vacancies: One (1)

Job Description: (includes typical duties) Under the general direction of the Manager, Personnel Management Unit, the incumbent provides quality customer service while independently performing the more difficult and technical work of the the department's Personnel Management Program. Provides technical advice and assistance to managers on sensitive disciplinary matters; consults with legal staff and recommends appropriate action. Drafts formal notices of adverse action. Responsible for specific organizations within the department; reviews classification and allocation matters with management; coordinates selection issues with Exams as needed. Conducts classification studies and audits; prepares management reports and issue papers. Liaison with DPA, SPB and SCO within areas of responsibility.

****IMPORTANT INFORMATION**** AS REQUIRED BY THE DEPARTMENT'S RULES OF CONDUCT, ALL EMPLOYEES OF THE FRANCHISE TAX BOARD (FTB) MUST BE IN COMPLIANCE WITH THE CALIFORNIA REVENUE AND TAXATION CODE. DURING THE BACKGROUND INVESTIGATION PORTION OF THE HIRING PROCESS, FTB WILL REVIEW RETURN INFORMATION TO VERIFY CALIFORNIA STATE INCOME TAX COMPLIANCE. ANY FAILURE TO COMPLY WITH THE CALIFORNIA REVENUE AND TAXATION CODE MAY PREVENT YOU FROM BEING HIRED AT FTB. IF YOU THINK YOU MAY HAVE ANY POTENTIAL TAX COMPLIANCE ISSUES, PLEASE CALL 1-800-852-5711 TO RESOLVE THEM PRIOR TO SEEKING EMPLOYMENT WITH FTB.

Required Knowledge, Skills, Abilities:

- Independently apply principles and practices of personnel management, classification and pay principles, establishing and applying proper salary determinations, and classification and pay surveys;
- Perform research in various personnel related fields; Interpret and apply laws, rules, standards and procedures;
- Analyze and solve difficult technical personnel problems and data; present ideas and information effectively; and
- Demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

Desirable Experience/Qualifications:

- Excellent communication and customer service skills; ability to prepare clear, well-written and well organized documents;
- Strong interpersonal and organizational skills, and excellent verbal communication skills;
- Experience in writing disciplinary actions is desirable;
- Knowledge of and interaction with various personnel related fields; and
- Be a self-starter and possess the ability to work in a team environment.

Mail or hand deliver your application by: February 6, 2009

Contact Person: Gabriella Green

Telephone Number: (916) 845-3616

Address/Room Number: P.O. Box 550, Sacramento, CA 95812-0550

Attn: Gabriella Green

Special Instructions: **FTB Employees Hand Deliver or Route To:** MS A-164

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed. All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation.** The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device. The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.